

AT-RISK AFTERSCHOOL CENTERS

At-risk afterschool care centers may participate in CACFP with SDE either as an independent center or as a child care facility under the auspices of a sponsoring Organization of centers. This section covers specific provisions to operate as an At-risk Afterschool Center. All At-risk afterschool centers must also comply with their Institution type provisions. Please refer to either the Independent Center or Sponsoring Organization of Centers sections of this manual, depending on your Institution type for additional requirements that apply to At-risk afterschool centers.

Eligible Institutions

Institutions eligible to receive reimbursement for At-risk afterschool snacks and At-risk afterschool meals must meet the criteria below:

1. Institutions must meet the definition of an At-risk afterschool care center in 7 CFR 226.2. An Institution may participate in CACFP either as an independent center or as a child care facility under the auspices of a sponsoring Organization. Public and private nonprofit centers may not participate under the auspices of a for-profit sponsoring Organization.
2. Institutions must operate an eligible afterschool care program,
3. Institutions must meet the licensing/approval requirements in 7 CFR 226.6(d) (1).
4. Except for for-profit centers, At-risk afterschool care centers must be public, or have tax-exempt status under the Internal Revenue Code of 1986 or be currently participating in another Federal program requiring nonprofit status.
5. Institutions eligible to be reimbursed for At-risk afterschool meals must be located in one of the eligible States designated by law or selected by the Secretary as directed by law. Idaho is an eligible State.

LIMITATIONS

To be reimbursed for At-risk afterschool snacks and/or At-risk afterschool meals, all organizations must:

- Serve At-risk afterschool snacks and/or At-risk afterschool meals to children who are participating in an approved afterschool care program; and
- Not exceed the authorized capacity of the At-risk afterschool care center.

In any calendar month, a for-profit center must be eligible to participate in CACFP as described in the definition of For-profit center in 7 CFR 226.2 and in the Definition section of this manual. However, children who only receive at-risk afterschool snacks and/or At-risk afterschool meals must not be considered in determining this eligibility.

LICENSING REQUIREMENTS

In accordance with 7 CFR 226.6(d)(1), if Federal, State or local licensing is not otherwise required, At-risk afterschool care centers must meet State or local health and safety standards. Meeting these standards will remain a precondition for any afterschool center's eligibility for CACFP nutrition benefits. Organizations that are exempt from state licensing must submit a copy of their most current Health Department inspection and Fire Department safety inspection to SDE. To be current the inspections must occur annually in Idaho. Each inspection must be attached in the Organizations application packet in MyIdahoCNP on the site checklist.

In cases where Federal, State or local licensing is required, At-risk afterschool care centers that are complying with applicable procedures to renew licensing or approval may participate in CACFP during the renewal process, unless SDE has information that indicates the renewal will be denied.

ELIGIBLE AT-RISK AFTERSCHOOL CARE PROGRAMS

To be eligible for reimbursement, an afterschool care program must:

- Be organized primarily to provide care for children after school or on weekends, holidays, or school vacations during the regular school year (an At-risk afterschool care center may not claim snacks or meals during summer vacation, unless it is located in the attendance area of a school operating on a year-round calendar);
- Have organized, regularly scheduled activities (i.e., in a structured and supervised environment);
- Include education or enrichment activities; and
- Except for Emergency shelters as defined in 7 CFR 226.2, be located in an eligible area, as described below under Area Eligibility.

Education and Enrichment Activities

The afterschool care program must provide education or enrichment activities in an organized, structured, and supervised environment. The program must be open to all and may not limit participation for reasons other than space, licensing or security considerations. Although there are no specific requirements for the types of educational and enrichment activities that a program can offer, examples include, but are not limited to, arts and crafts, homework assistance, life skills, remedial education, organized fitness activities, etc. Note: there is no requirement that all children receiving meals participate in the offered activities.

Academic clubs, such as math club or foreign language club, are not eligible for this program.

Organized athletic programs engaged in interscholastic or community level competitive sports (for example, youth sports leagues, community soccer and football leagues, area swim teams) are not eligible. Students who are part of school sports teams and clubs can receive afterschool snacks or meals as part of a broad, overarching educational or enrichment program, but the program cannot be limited to a sports team. Programs which include supervised athletic activities together with educational or enrichment activities may be eligible.

Summer Programs

At-risk afterschool programs that wish to continue operation over the summer months when school is not in session may be eligible to receive reimbursement for meals and snacks through the Summer Food Service Program (SFSP). Both organizations and communities benefit when meals are offered to children in low-income communities year-round by participating in both At-risk Afterschool Meals and SFSP. Organizations benefit from having the ability to hire year-round staff, a continuous flow of reimbursements providing additional financial stability, and recognition in the community as a stable source of services. Communities benefit by having a partner that provides year-round nutrition services for children and brings increased Federal funds into the local economy. Please contact SDE for more information about SFSP.

Eligibility Requirements for Children

At-risk afterschool snacks and/or at-risk afterschool meals are reimbursable only if served to children who are participating in an approved afterschool care program and who either are age 18 or under at the start of the school year or meet the definition of Persons with disabilities in 7 CFR 226.2 or in the Definitions section of this manual.

Federal law has no minimum age for At-risk participants. Meals and snacks served to children who are enrolled in preschool, Head Start, Even Start, etc., and who are participating in an eligible afterschool program are eligible for reimbursement.

EXAMPLE: Serving lunch to children after half-day kindergarten or a half-day Head Start Program is allowable through the At-risk afterschool meals component of CACFP because their school day has ended. However, before approving an organization to operate such a program, States should ensure that the same children who are receiving lunch in the At-risk afterschool program are not being served lunch in school as well.

Although the At-risk afterschool program is available to children of all ages, there is no requirement that each afterschool care program must serve the full age range of eligible children. For example, a program could operate at a high school and serve only high school age students [CACFP 08-2012, At-risk Afterschool Meals Component of the CACFP, Questions and Answers, February 17, 2012].

Program Agreement

SDE must enter into a single permanent agreement with an Institution approved to operate one or more at-risk afterschool care centers pursuant to 7 CFR 226.6(b)(4). The agreement must require the Institution to comply with the applicable requirements in 7 CFR 226.

In Idaho, the Institution's site application(s) in the MyIdahoCNP application packet allows the Institution to describe the approved afterschool care program(s) for their approved center(s).

Application

An official of the Institution must complete an application packet in MyIdahoCNP and submit it for approval to SDE for any afterschool care program that it wants to operate as an At-risk afterschool care center.

At a minimum, an Organization must submit:

1. Sufficient information in their MyIdahoCNP application packet that the Organization or Institution meets the eligibility criteria;
2. A description of how the afterschool care program(s) meets the eligibility criteria for offering education and enrichment activities;
3. In the case of a sponsoring Organization, a site application for all afterschool care centers;
4. Documentation that permits SDE to confirm that all applicant afterschool care centers are located in an eligible area. Acceptable documentation is a letter from the eligible school on school letterhead

stating that the site is within the school attendance boundary or a school boundary map, showing the site is within school boundaries;

5. Other information required as a condition of eligibility in the CACFP must be submitted in MyIdahoCNP application packet in accordance with 7 CFR 226.6(b) (1);
6. For Sponsoring Organizations of Centers, SDE must determine the eligibility of the afterschool care program for each sponsored afterschool care center based on the information submitted by the sponsoring Organization in accordance with 7 CFR 226.6(b)(1) and 226.15(g) and the requirements in this section;
7. For Independent Centers, SDE must determine the eligibility and area eligibility of the afterschool care programs of independent afterschool care centers based on the information submitted by the independent center in accordance with 7 CFR 226.6(b)(1) and 226.6(f) (1) and the requirements in this section;
8. For At-risk afterschool sites in schools that participate in NSLP, SDE may conduct a pre-approval visit before approving the school district's application packet in MyIdahoCNP;
9. For At-risk afterschool sites in schools that participate in NSLP there is no requirement to complete and submit a budget for the application process.

Please see the Application Process and Annual Updates section of this manual for more information on the application process and required documents.

APPLICATION RENEWAL OR ANNUAL UPDATES

To continue participating in CACFP, independent At-risk afterschool care centers or sponsoring Organizations of At-risk afterschool care centers must reapply annually, as described in 7 CFR 226.6(b)(3) and (f)(2).

Sponsoring Organizations of At-risk afterschool care centers must provide area eligibility data in compliance with the provisions of 7 CFR 226.15(g).

In accordance with 7 CFR 226.6(f) (3) (ii), SDE must determine the area eligibility of each independent At-risk afterschool care center that is reapplying to participate in CACFP.

CHANGES TO PARTICIPATING CENTERS

Independent At-risk afterschool care centers or sponsors of At-risk afterschool care centers must advise SDE of any substantive changes to the afterschool care program. Sponsoring Organizations that want to add new At-risk afterschool care centers must provide SDE with the information sufficient to demonstrate that the new centers meet the requirements of this section.

AREA ELIGIBILITY

Except for emergency shelters, an At-risk afterschool care center is in an eligible area if it is located in the attendance area of an elementary, middle, or high school in which at least 50 percent of the enrolled children are certified eligible for free or reduced-price school meals. Area eligibility determinations must be based on the total number of children approved for free and reduced-price school meals for the preceding March. Visit the Child Nutrition Programs website at <http://www.sde.idaho.gov/site/cnp/statisticsFinance/> to view the most current list of "Lunch eligibility data by district". In situations where data from a more recent month in the school year is available and would establish area eligibility for an otherwise ineligible location, school data from that month may be used to establish area eligibility.

Area eligibility determinations are valid for five years. SDE will determine the date in the fifth year, in the site application, in which the next five year cycle of area eligibility will begin. SDE must not routinely require redeterminations of area eligibility based on updated school data during the five year period. However, a

sponsoring Organization, SDE, or FNS may change the determination of area eligibility if information becomes available indicating that an At-risk afterschool care center is no longer area eligible.

Community Eligibility Provision

Community Eligibility Provision (CEP) allows schools and local education agencies with a high percentage of low-income children to offer free meals to all students. Qualifying schools serve free lunch and breakfast through the NSLP and School Breakfast Program. School districts electing CEP must continue to provide to the SDE a list of schools under its jurisdiction in which 50 percent or more of enrolled children have been determined eligible for free or reduced price meals.

Area eligibility determinations based on data from schools electing CEP as part of a group of schools or a school district must still use the individual school data rather than district-wide data for SFSP sites, SSO sites, CACFP at-risk afterschool centers, CACFP day care home tiering, and NSLP snacks. These individual school data are obtained by multiplying the most current school level identified student percentage (ISP) by the 1.6 factor. If the result is equal to or greater than 50 percent, meal sites located in the attendance area of the school are area eligible. If a school electing CEP collects alternate household income information to be used for other purposes, school data based on these applications may not be used to determine area eligibility.

Note: Census data may not be used to determine area eligibility in the At-risk afterschool meals component of CACFP. Sites also may not collect participant income information to establish eligibility. If an afterschool program is not area eligible, it may qualify to participate in CACFP as an Outside School Hours Care Center (OSHCC). Please see the Outside School Hour Center section of this manual for more information on this program.

Busing

If an At-risk afterschool care program is located in an area that has mandated busing of students, site eligibility based on school data may be determined using one of two methods. Eligibility may be based on the enrollment data obtained for the:

- school the children attend and are bused to, or
- school the children would have attended were it not for the school's busing policy (the neighborhood school where the children live)

A site may be determined area eligible in situations as described above only if the School Food Authority (SFA) can document the percentage of children eligible for free and reduced-price meals at each school before and after students are reassigned. The same method of determining site eligibility must be used for all sites participating under that program sponsor to avoid duplicate counting [CACFP 02-2011, Effects of Busing on Area Eligibility in Child and Adult Care Food Program, December 6, 2010].

Limit on Daily Reimbursements

Only one At-risk afterschool snack and one At-risk afterschool meal per child per day may be claimed for reimbursement. An At-risk afterschool care center that provides care to a child under another component of CACFP during the same day may not claim reimbursement for more than two meals and one snack, or one meal and two snacks, per child per day, including the At-risk afterschool snack and the At-risk afterschool meal. All meals and snacks must be claimed in accordance with the CACFP requirements. At-risk afterschool snacks and meals served must be provided at no charge to participating children. For more information on claiming requirements please see the Claims Records and Process to Submit a Claim section of this manual.

Menu and Meal Pattern Requirements

At-risk afterschool snacks and meals must meet the meal pattern requirements in 7 CFR 226.20. Children ages 13 through 18 must be served minimum or larger portions specified for children 6 through 12. See the Meal Pattern section of this manual for more information on the snack and meal requirements.

Meal Service Days and Times

When school is in session, the snack and meal (supper or lunch-for Kindergarten children only) must be served after the child's school day. With SDE approval, the snack and meal (breakfast, lunch or supper) may be served at any time on weekends and vacations during the regular school year. Afterschool snacks and meals may not be claimed during summer vacation, unless an At-risk afterschool care center is located in the attendance area of a school operating on a year round calendar.

There are no Federal requirements regarding the timing of meal service, though States may establish meal time requirements. There is no federally mandated time limit between the end of school and the meal service or a requirement for the order of meal and snack service, but the service of a meal or snack must occur during the operation of the school's afterschool care program [7 CFR 226.20(k)].

Example: If school is released at 3:00 pm, the At-risk afterschool center begins their program at 3:15 pm the center may begin serving supper or snack to the participants at 3:15 pm. Supper may be served before snack service. Snack service may be served near the end of the program's day.

Offer versus Serve (OVS)

At-risk afterschool meals prepared in or by School Food Authorities (SFA) may choose to use the NSLP and SBP meal pattern requirements or the CACFP meal patterns [7 CFR 226.20(o)].

Additionally, Institutions that serve meals prepared by school food authorities that participate in NSLP and SBP – whether they are located in the school or in another location – have the option of using OVS in their At-risk centers. Institutions electing to use OVS must implement it in accordance with the approach used by the school providing the meals. School Food Authorities using OVS for At-risk afterschool meals should follow the same requirements relating to OVS that they would follow under the NSLP.

Example: Fun and Games Child Care operates an afterschool program at Park Center Middle School. Meals for children participating in the Fun and Games afterschool program are prepared and served in the Park Center Middle School cafeteria. Fun and Games Child Care may use OVS when providing afterschool meals, but must provide the entire snack to all children.

OVS can help minimize food waste and teach children to make choices. A resource guide on OVS is available at: <http://www.fns.usda.gov/sites/default/files/SP45-2013a.pdf>.

Note: OVS is not an option during a snack service [CACFP 23-2011, Clarification on the Substitution of NSLP Meals and Use of Offer Versus Serve for CACFP Meals Prepared by Schools, May 17, 2011].

Food Service Vendor Contract

An at-risk afterschool care center may utilize existing school food service facilities or obtain meals from a school food service facility. The at-risk afterschool care center must have a written food service vendor contract between the at-risk afterschool care center and the school. The center shall maintain responsibility for all CACFP requirements. For more information on food service vendor contracts please see the Food Service Vendor Contract section of this manual.

Monitoring Requirements

SDE must monitor independent centers in accordance with 7 CFR 226.6(m). Sponsoring Organizations of At-risk afterschool care centers must monitor their centers in accordance with 7 CFR 226.16(d) (4) and the monitoring procedures located in the Sponsoring Organization of Centers section of this manual.

Institutions that operate SFSP and CACFP At-risk meals are not required to monitor their sites following the SFSP requirements and then monitor those same sites again following the CACFP requirements during the school year. Instead, such sponsors may follow the CACFP monitoring schedule year-round. If sponsors choose to follow the CACFP monitoring schedule year-round, one of the three annual reviews must occur during the summer, review for SFSP requirements, include the review of a meal service, and be unannounced; two reviews must occur during the school year, review for CACFP requirements, at least one must include the review of a meal service, and at least one must be unannounced [CACFP 12-2013, Transitioning from the Summer Food Service Program to Child and Adult Care Food Program At-risk Afterschool Meals, May 31, 2013].

Reimbursement Rates

At-risk afterschool snacks are reimbursed at the free rate for snacks. At-risk afterschool meals are reimbursed at the respective free rates for breakfast, lunch, or supper

Recordkeeping Requirements

In addition to the other records required to be maintained by Institutions (Independent Centers or Sponsoring Organizations of Centers), At-risk afterschool care centers must maintain:

- Daily time-in and out attendance records, or with SDE approval, other methods which result in accurate recording of daily attendance. The attendance records may be a present/absent roster of all children participating in CACFP if there is a specific start and end time for the activities all children participate in daily, and the children on the roster were in attendance the entire time. If children arrive late or leave early there must be attendance records reporting daily time in and out for each child;
- The number of At-risk afterschool snacks or meals prepared or delivered for each service. This must be recorded on the daily production records;
- The number of At-risk afterschool snacks or meals served to participating children for each service. This must be recorded on the daily production records and on daily time of service meal count records.

For centers that only participate in the At-risk afterschool program, meal count records may be recorded by using the SDE At-risk meal count form in MyIdahoCNP under download forms; and

- Separate attendance, meal counts, and enrollment records must be maintained for the At-risk afterschool program participants in the traditional childcare program. Institutions must not include those participants who participate exclusively in the At-risk afterschool program in their monthly enrollment eligibility roster. However, participants participating in both traditional childcare and the At-risk afterschool program would be included on the monthly enrollment eligibility roster.
- Menus and daily production records for each At-risk afterschool snack and/or meal service.

Training Requirements

Each at-risk afterschool care center must require key operational staff, as defined by SDE, to attend CACFP and Civil Rights training prior to the center's participation in CACFP, and at least annually thereafter, on content areas established by SDE. More information on training requirements is provided under the Institutions Type (Independent Center or Sponsoring Organization of Centers) sections of this manual.

Questions and Answers

FOR AT-RISK AFTERSCHOOL CENTERS IN SCHOOLS, DOES EACH SITE NEED BOTH SIGN IN AND SIGN OUT SIGNATURES ON ATTENDANCE RECORDS?

Each At-risk afterschool center must maintain daily time-in and out attendance records or, with SDE approval, other methods which result in accurate recording of daily attendance. The attendance records may be a present/absent roster of all children participating in CACFP if there is a specific start and end time for the activities all children participate in daily, and the children on the roster were in attendance the entire time. If children arrive late or leave early there must be attendance records reporting daily time in and out for each child. Signatures are not required on the attendance records.

If a center chooses to use a present/absent roster for attendance, the roster must include the center name, full date (month, day, year), start and end time of the program, each participant's full name and a notation whether they were present or absent.